



Post-Award Grant Workshop/Webinar

FY2023 – Statewide Transit Programs

DRPT Transit Team

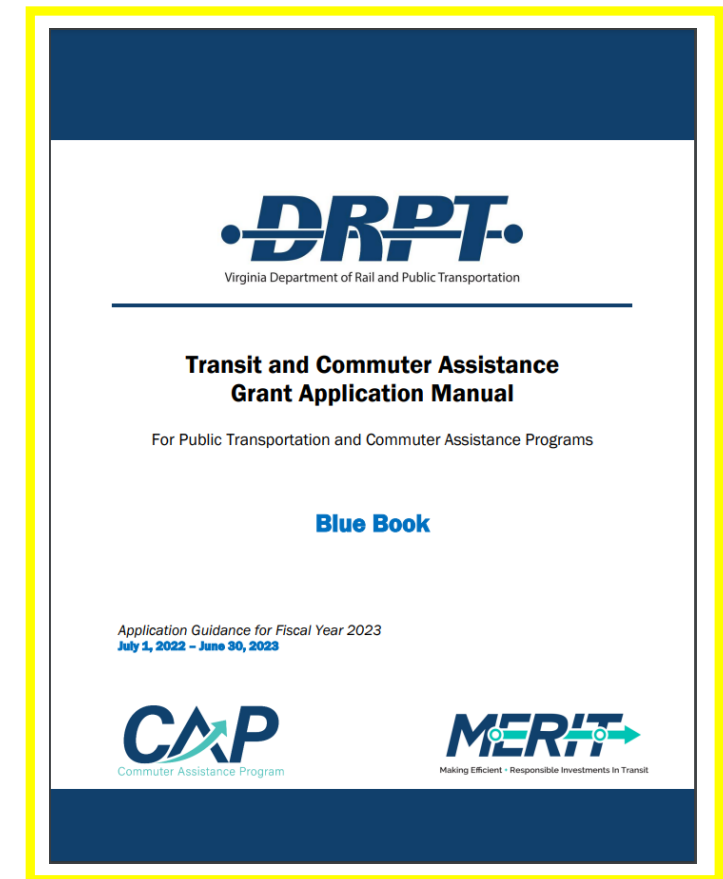
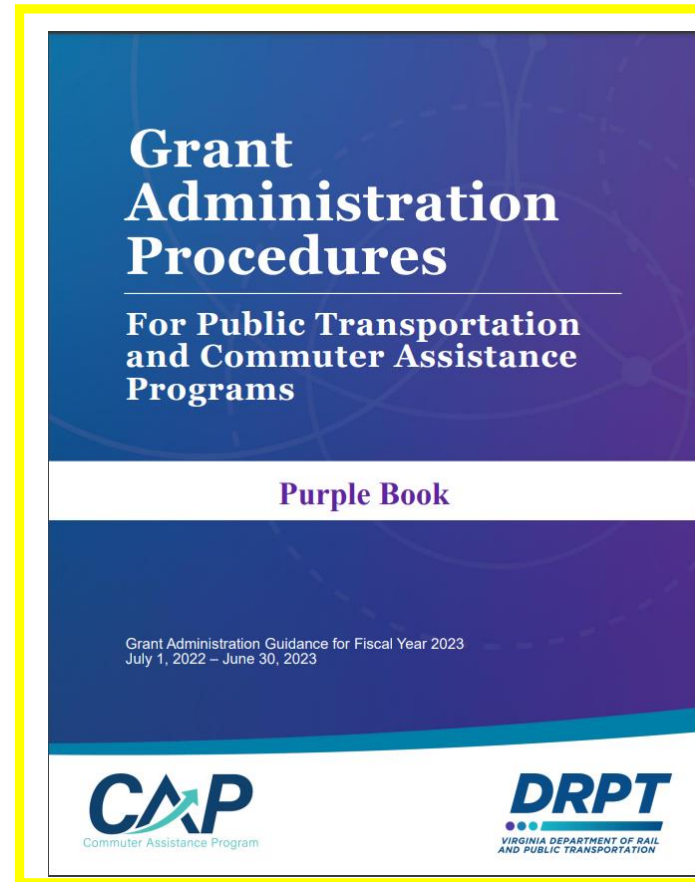
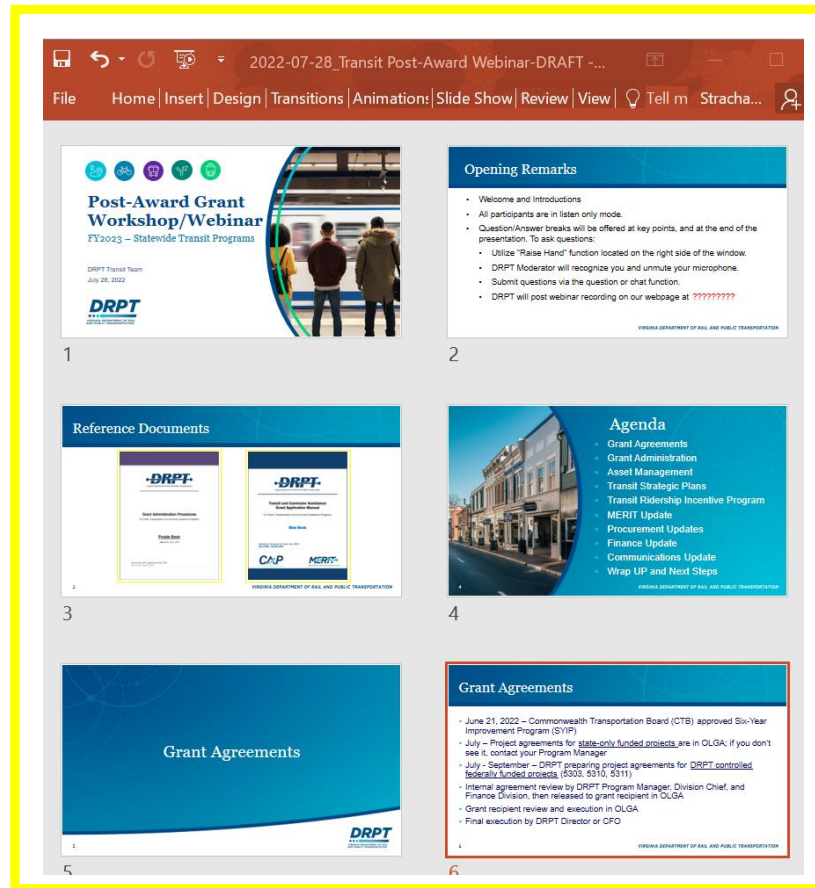
July 28, 2022



Housekeeping

- All participants are in listen only mode.
- Question/Answer breaks will be offered at key points, and at the end of the presentation.
- To ask questions:
 - Utilize the “Raise Hand” function located on the right side of your window.
 - DRPT Moderator will recognize you and unmute your microphone.
 - Or Submit questions via the question or chat function.
 - DRPT will post webinar recording on the DRPT YouTube page.

Reference Documents



Agenda

- Grant Agreements
- Grant Administration
- Asset Management
- Transit Strategic Plans
- Transit Ridership Incentive Program
- Procurement Updates
- Communications Updates
- Engineering Updates
- Wrap Up and Next Steps





Grant Agreements

- 📍 Important Dates and Timing
- 📍 FTA Controlled Funds
- 📍 Important Tips

Grant Agreements

Important Dates and Timing

- June 21, 2022 – Commonwealth Transportation Board (CTB) approved Six-Year Improvement Program (SYIP)
- July – Project agreements for state-only funded projects are in OLGA
- July - September – DRPT preparing project agreements for DRPT controlled federally funded projects (5303, 5310, 5311)
- Internal agreement review Grant recipient review and execution (PIN) in OLGA
- Final execution by DRPT Director or CFO

Grant Agreements

FTA Controlled Funds

- Federal Funding – Urban Recipients
 - If FTA funding (5307, urban 5339), no transfer of funds needed
 - If FHWA funding (CMAQ or RSTP), complete an FTA grant application, and notify DRPT Programming the federal funds are ready to be transferred (flexed)
- Grant recipients must ensure funding is correctly reported on TIP/STIP
 - Flex or match cannot be processed unless TIP/STIP is correct.
- DRPT Programming will confirm with the FTA before requesting flex
 - FHWA Flex requests are sent to VDOT for processing
- Once FTA approves application, notify DRPT Programming or your Program Manager
 - State match agreements written after notification from recipient of FTA award

Grant Agreements

Important Tips

- Read the entire agreement before signing!
- The person executing the agreement **must be authorized** to do so
- The STIP and SYIP are located on DRPT's Open Data Portal



Grant Administration

- 📍 OLGA
- 📍 Cancel/Reduce Open Projects
- 📍 Reimbursements
- 📍 Time Extensions
- 📍 Budget and Scope Changes
- 📍 Grant Closeout and Deobligations

Grant Administration

OLGA

Grant Administration

OLGA

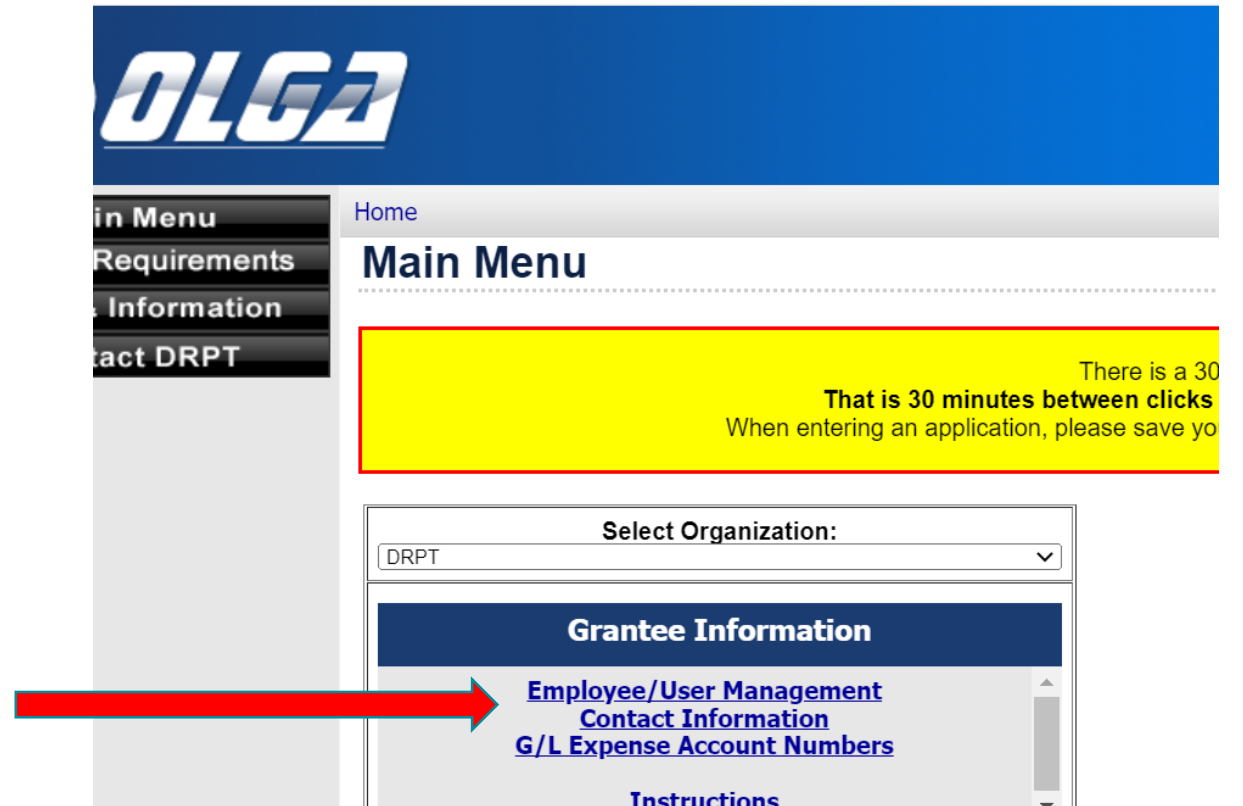


- Changing OLGA Master Users
- Contract Administration
 - State Master Agreement
 - Project Agreements
- Cancel or Reduce Open (Unexecuted) Projects
- Reimbursements
- Extension Requests
- Project Close-out and Grant Deobligation

Grant Administration

OLGA Users

- Master User
- Verify, Authorize OLGA Users
- Deactivate Users
- Verify Contact Information



Grant Administration

Cancel or Reduce Open Projects

Grant Administration

Cancel or Reduce Open Project

- Prior to Contract Execution
- Cancel project, Deobligate and Close
- Reduce the project budget



The screenshot displays a web application interface for grant administration. At the top, there is a dropdown menu labeled 'Select Organization:' with 'DRPT' selected. Below this, a vertical stack of blue buttons lists the main sections: 'Grantee Information', 'Inventory Management', 'Grant Applications', 'Five Year Capital Budget', and 'Grant Management'. Under the 'Grant Management' button, a list of links is displayed, including 'Manage My Grants', 'Reimbursement Requests', 'Contract Administration', 'Notice to Proceed', 'Update Milestones', 'Extension Request', 'Deobligate Funds', 'Cancel or Reduce Open Project', 'Payment History', 'Payment Report', 'Oversight Report', and 'Instructions'. A prominent red arrow points from the left towards the 'Cancel or Reduce Open Project' link.

Grant Administration Reimbursements

Grant Administration

Reimbursements

- Reimbursement requests should be submitted **at least quarterly**
 - No more than one-per-month, per project
- A Summary Sheet listing each expense must be uploaded

1	Reimbursement Request Expense Summary Sheet							
2								
3	Grant Recipient:							
4	Project Number:							
5	Project Name:							
6								
7	Invoice Date	Invoice #	Invoice Amount	Amount Charged to Project	Vendor	Description	Grant Expense Category	Notes
8	1/2/2019	IVC05572	\$1,480.00	\$1,480.00	Daily News	Vanpool print ads in weekly edition	Marketing and Advertising	
9	1/31/2019	G55555	\$10,357.50	\$5,200.00	Martin Agency	Advertising design	Professional Services	This invoice is split between this project and project 75019-88
10	2/25/2019	45678	\$1,500.00	\$1,500.00	Enterprise	Vanpool Vouchers	Incentive Vanpool	
11	2/28/2019	98765	\$9,672.25	\$9,672.25	AECOM	Contractor services for project	Professional Services	
12	3/8/2019	123456	\$12,000.00	\$12,000.00	N/A	Payroll for project staff	Salaries & Wages	
13								
14								
15	TOTAL			\$29,852.25				
16								

SAMPLE

This invoice is split between this project and project 75019-88

Uploading a Summary Sheet in OLGA is a requirement.

Grant Administration

Reimbursements – Support Documents

- Every expense charged to the project must have supporting documentation
- Supporting documents should be arranged and numbered in the same order as listed on the summary sheet
- When only a portion of an invoice amount is being charged on the reimbursement request, the recipient must note the amount that is being charged and provide an explanation
- Include all documents from contractor's invoices
- Refer to the **Purple Book** for more detail

Grant Administration

Reimbursements - Indirect Costs

- FTA 5311 Grantees
- Must be included as a line item budget category in application
- Grant recipients must prepare a Cost Allocation Plan with calculation of indirect cost rate
- Must provide indirect cost rate approval letter from VDOT or cognizant federal agency
- Prepare an Indirect Cost Rate Proposal or use maximum rate of 10%
- Refer to your Program Manager or the **Purple Book** for more detail

Grant Administration

Reimbursements - Travel

- Follow Commonwealth of Virginia travel regulations – GSA and IRS rates and rules (**also applies to your contractors**)
- Reimbursement Documentation (refer to **Purple Book** for more detail)
 - Travel summary sheet
 - Lodging receipts
 - Meals (per diem recommended)
 - Receipts for car rentals, ridesharing, parking, tolls, etc.
 - All expenses must be documented.

Grant Administration

Time Extensions

Grant Administration

Time Extensions

- Extension requests must be submitted in OLGA 30 days or more before End Date
 - Submitting less than 30 days increases risk of extension being denied or grant closing before an extension can be granted -- do not wait until the last minute
- One extension per project
- Maximum extension time of 12 months
- Please include:
 - Explanation of the need for an extension
 - New project schedule and updated milestones
 - Other relevant supporting materials
- Ensure your DRPT Program Manager knows you need an extension request

There is no guarantee that a request for an extension will be approved

Grant Administration

Budget and Scope Changes

Grant Administration

Budget and Scope Changes

- First, talk to your DRPT Program Manager
 - DRPT Program Manager can provide you with the appropriate form and help step you through the process
- Change requests are submitted to your DRPT Program Manager, not OLGA
- Scope change may be allowed if the change does not materially alter the original intent of the project
 - Examples of allowable scope change requests:
 - Increase or decrease of units
 - Hardware to software, software to hardware
 - Revenue vehicle type
- MERIT Scored and Awarded Projects
 - Changes for grants awarded FY20 or later must be rescored

There is no guarantee a budget or scope change request will be approved

Grant Administration

Grant Deobligation and Project Close-out

Grant Administration

Grant Deobligation and Project Close-Out

1. Submit a final reimbursement request
 - Final reimbursement request must be submitted through OLGA within **90 calendar days** after the final expenditure or project end date, whichever occurs first
 - Check that it is the final reimbursement request

Reimbursement Request

Project: 73019-73 - Greater Roanoke - Purchase Computer Hardware (11)

Amount Expended

Supporting Documentation

Amount Expended:

	Federal	State	Local	Total
	80.0%	15.7%	4.3%	100%
Total Contract Amount	\$20,262	\$3,966	\$1,100	\$25,328
Total Previous Payments	\$19,890	\$3,903	\$1,083	\$24,876
Total Outstanding Requests	\$0	\$0	\$0	\$0
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$372	\$63	\$17	\$452

Total Reimbursable Amount: \$0

☒ Final Reimbursement Request
Selecting the Final Reimbursement Request box will redirect you to Deobligate the remaining balance once the reimbursement request is submitted.

Save

Cancel

2. Complete a project deobligation request in OLGA
 - A deobligation is needed for all projects, even those with a zero balance

QUESTIONS?





Asset Management

- 📍 Asset Inventory
- 📍 Vehicle Disposals
- 📍 Performance Data

Asset Management

Asset Inventory

Asset Management

Asset Inventory

- DRPT uses TransAM system for asset inventory
 - Revenue Vehicles (buses, rail, ferries, other)
 - Equipment (non-revenue vehicles, capital equipment)
 - Facilities (maintenance, admin., passenger, parking)
 - Infrastructure
- Agencies should update asset data twice a year
 - Updates January 15 and July 15
 - Asset profiles include: age, condition, mileage
 - Lifecycle events: in service, out of service, disposed
- **MERIT scoring prioritizes capital projects based on TransAM data**

Asset Management

Vehicle Disposals

Asset Management

Vehicle Disposals

The following pertains to vehicles funded with FTA 5311 funds:

- DRPT maintains the titles on all FTA 5311 vehicles for the duration of their useful life.
- Once a vehicle has reached its useful life, a sub-recipient should send a written request to DRPT for the title to be released.
 - If eligible, DRPT will release the title so the vehicle may be sold or otherwise disposed.
 - DRPT will send the title upon request after the completion of the useful life.
- For vehicles with a fair market value of more than \$5,000, the sub-recipient may retain a portion of the funds -- \$5,000 plus the percentage of its local share in the original award. Any remaining federal share must be returned to FTA.

Asset Management

Vehicle Disposals

- If a vehicle is no longer needed for the purpose for which it was acquired and is not past its useful life, DRPT will seek to have the vehicle transferred to another eligible sub-recipient.
 - The original sub-recipient will be reimbursed for local interest of the fair market value of the vehicle by the new sub-recipient.
 - If DRPT cannot find an eligible sub-recipient for the vehicle and both DRPT and FTA approve, the vehicle may be sold by the original sub-recipient.
- Disposition of equipment before the end of useful life requires prior DRPT approval.
- DRPT will notify FTA of all sub-recipient vehicle disposals.

Asset Management Performance Data

Asset Management

Performance Data

- Recipients of DRPT operating assistance are required to submit Unlinked Passenger Trips (Ridership), Vehicle Revenue Hours and Vehicle Revenue Miles in OLGA on or before the last business day of each month for the previous month's activity.
 - ex: the deadline to submit July data is the last business day in August
- Agencies that are required to submit annual Passenger Miles Travelled in OLGA must do so on or before December 15th each year.
- All performance metrics must be entered into OLGA by mode.
- **Monthly Performance Metrics are now posted on DRPT's Open Data Portal.**

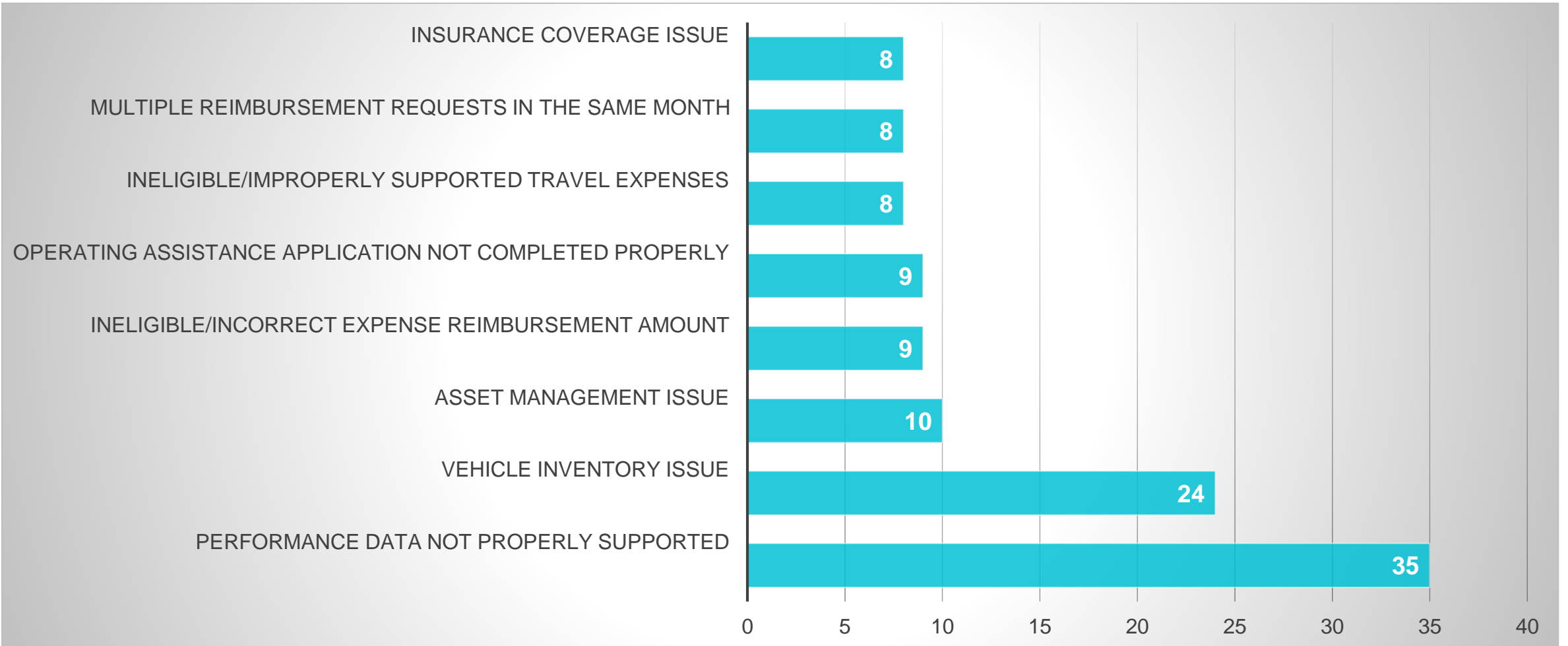
Asset Management

Performance Data

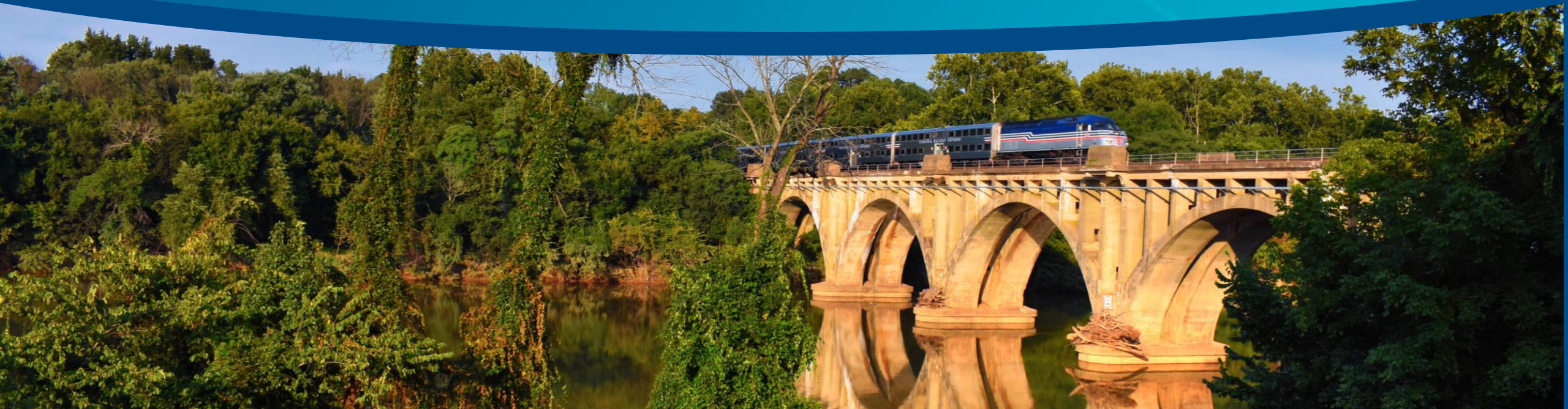
- Grantees must attach copies of backup documentation that support each metric being reported.
- OLGA will query the previous year's data and will flag variances of 10% or greater.
 - If a variance is identified, the grantee must describe the reason for the variance prior to data submission
- Grantees may amend previously submitted performance data in OLGA if errors are discovered.
- DRPT asks transit agencies to complete performance data amendments in OLGA no later than October 1st for the previous state fiscal year
 - ex: state FY22 amendments are due on October 1, 2022

Asset Management

Performance Data – Top Compliance Review Findings



QUESTIONS?





Transit Strategic Plans

- 📍 Proposed Changes
- 📍 5-Year Minor Update
- 📍 TSP/TDP Guidelines

Transit Strategic Plans

Proposed Changes

- **Recommendation #1:** *Modify the Annual Update process from a letter submission from each transit agency to a joint quarterly meeting*
- **Recommendation#2 :** *Modify 5-year review from major update to minor update*

Transit Strategic Plans

TSP/TDP Guidelines

These changes will also apply to the Transit Development Plan process for agencies not required to complete a TSP.

- FY 2024 Joint Quarterly Pilots
 - DRPT will pilot the new joint quarterly meeting to supplant the typical Annual Update letter for three agencies
 - *Large-urban*
 - *Small-urban*
 - *Rural*



Transit Ridership Incentive Program Update

- 📍 Mid-Cycle Notice of Funding
- 📍 Timeline

TRIP – Transit Ridership Incentive Program

Regional Connectivity Mid-Cycle Grant Opportunity

- DRPT will open a mid-cycle grant opportunity calling for **regional connectivity**
- Funding priority focused on congestion reduction and mitigation, specifically projects that serve commuters
- **Eligible project types:**
 - Improvement or expansion of regionally significant transit routes
 - Implementation of bus only lanes on regionally significant routes
- **Eligible applicants:** Small or large urban transit providers, Transportation District Commissions (TDC), and local governments that provide transit service in an eligible region
- **Eligible Regions:** Charlottesville, Lynchburg, Roanoke, Blacksburg, Hampton Roads, Richmond, Fredericksburg, Northern Virginia

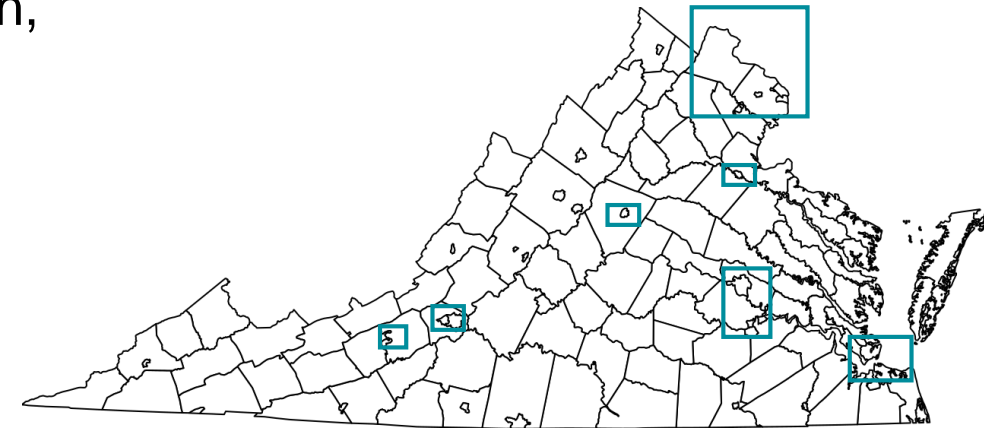
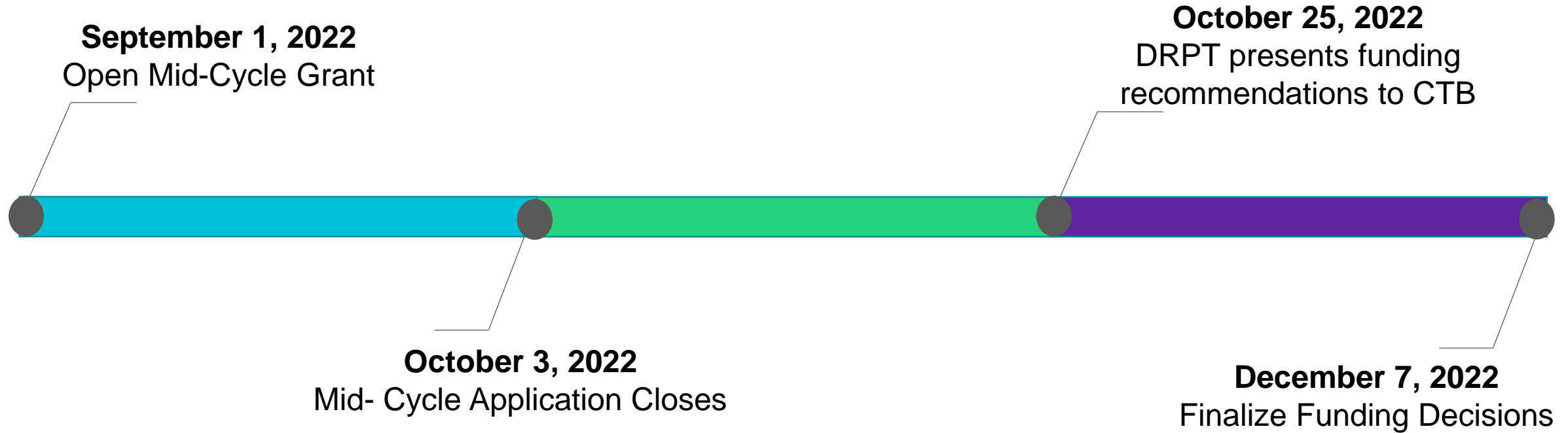


Figure 1: TRIP Regional Connectivity Eligible Regions

TRIP – Transit Ridership Incentive Program

Timeline and Contact Information



Contact Information:

Lauren Magnotto, Statewide Program Manager

Email: Lauren.Magnotto@drpt.Virginia.gov

Phone: (804)-351-6791

[DRPT TRIP Webpage](#)



QUESTIONS?





Procurement Updates

-  GPC Contract Update
-  Prompt Pay Requirements
-  State Bus Contract Update

Procurement

GPC Contract Update

- New General Planning Contract (GPC).
- Bench of consultants will be available for the next three years.
- The Prime Contractors for our GPC bench are:
 - Rummel Klepper and Kahl LLP (RKK)
 - Kimley-Horn & Associates Inc
 - AECOM Technical Services
 - WSP USA Inc
 - Michael Baker International Inc
- A listing of these firms and some basic information about how to utilize the GPC bench will be posted on the DRPT website shortly.
- Active Task Orders utilizing the old GPC bench can continue until those Task Orders close.
- New Task Orders will go to the new GPC bench.

Procurement

Prompt Pay Requirements

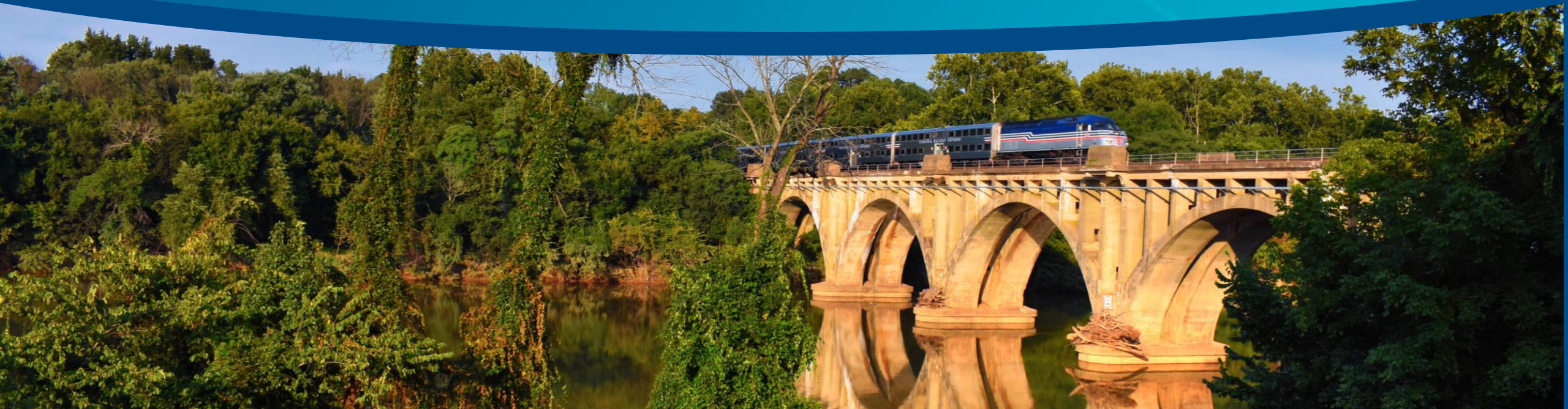
- FTA 49 CFR §26.29 requires prime contractors to pay subcontractors for satisfactory performance of their contracts **no later than 30 days** from receipt of each payment that the grantee makes to the prime contractor.
- This applies to both DBE and non-DBE subcontractors.
- DRPT's Prime Contractor contracts stipulate this requirement.
- Grantees using one of DRPT's Prime Contractors, must comply with this requirement and document the prompt payment of subcontractors.
- Subrecipients (5311 grantees) must document all subcontractor payments.
- Please work with your DRPT Program Manager when working with subcontractors.

Procurement

State Bus Contract Update

- SB 281 resolved the conflict between federal and state requirements
- Transit buses are now exempt from the state statute that required all vehicle manufacturers to have a dealership in the Commonwealth.
 - This was passed by the General Assembly and took effect July 1, 2022
- A competitive procurement is awaiting final review by DGS (Department of General Services)
- Solicitation of Low-Floor Transit Buses, Commuter Coach Buses, and Heavy-Duty 29'-60' is anticipated to begin in August 2022.
 - Will include options for battery electric, CNG, and Diesel

QUESTIONS?



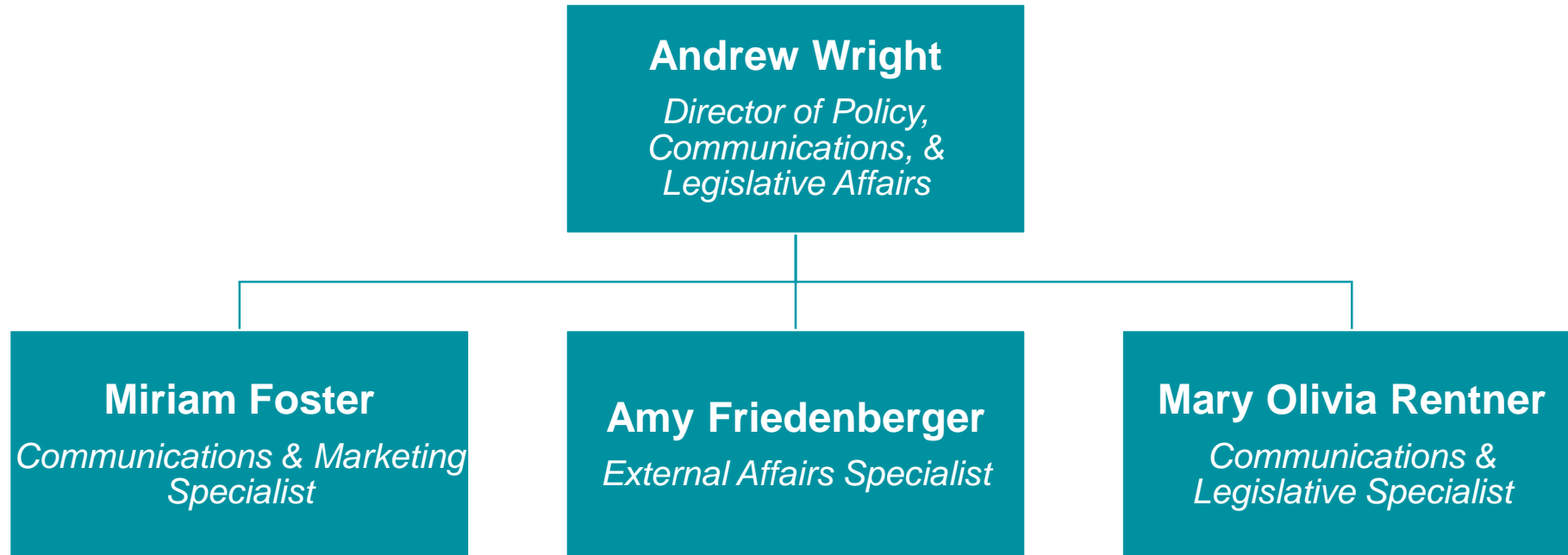


Communication Updates

- 📍 Policy and Communications Staff
- 📍 Communications Assistance

Communications Update

DRPT Policy & Communications Staff



Communications Update

How Can We Help?

- **Press Releases**

- Issue joint releases
- Assist with drafting

- **Social Media**

- Create content
- Share posts

- **Public events**

- **Photography**

- **Need assistance?**

- Contact: *Andrew.Wright@drpt.Virginia.gov*





Engineering Updates

 Transit Shelters

Engineering Updates

Transit Shelters

Planning a transit shelter? THIS IS IMPORTANT!

Shelters on VDOT/Commonwealth Right of Way must be approved:

- AARB: Commonwealth of Virginia Art and Architectural Review Board (AARB)
- DGS: Department of General Services Division of Engineering and Buildings
- VDOT: Virginia Department of Transportation
 - VDOT Land Use Permit (local Residency Office)
 - VDOT Capital Outlay Facilities Management Division (Central Office)



Engineering Updates

Transit Shelters

National Environmental Policy Act (NEPA):

- ALL shelters receiving FTA funds may trigger procedural and consultation requirements for other environmental laws, such as Section 106 of the National Historic Preservation Act, Section 4(f) of the US DOT Act, or Section 7 of the Endangered Species Act.
- Questions about NEPA compliance on FTA projects should be directed to FTA Regional staff

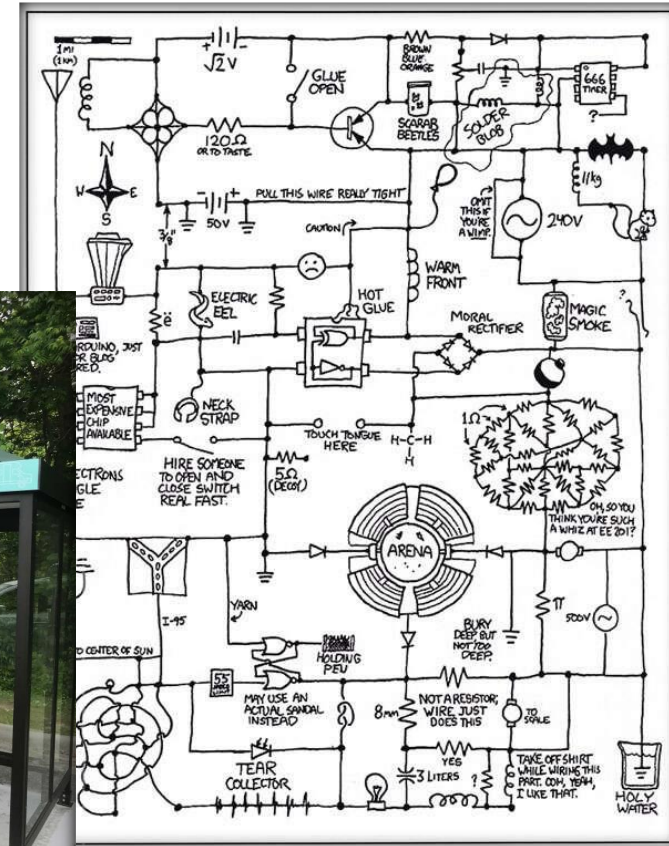
There is a process (VDOT Land Use Permit Regulations, Appendix 13)

<https://www.virginiadot.org/business/bu-landUsePermits.asp>

Contact DRPT first, we are working on a solution to streamline this process.

Transit Shelters

- On Commonwealth Right-Of-Way
- VDOT Land Use Permit
- DGS Permits
 - Design approval
 - Building Permit
 - Occupancy Permit
- Proactive Planning



QUESTIONS?



DRPT
...**————**

Wrap Up and Next Steps

Wrap Up and Next Steps

- **Reminders**

- July 6 - 5310 Human Services post award webinar (recording available if needed)
- July 18 - PTASP Tier II webinar (recording available if needed)
- July 20 - Commuter Assistance Program (CAP) webinar occurred (recording available if needed)
- August - Annual TAM facilities assessments kickoff webinar & Revised Tier II TAM Plan webinar
- September 1 - TRIP NoFo announcement
- October 3 - TRIP Applications due
- October 1 - Last day to amend/correct Performance Data
- October 1 - TAM Plan adoption by transit agencies
- Coming this Fall - FY24 Grant Workshops, more details to come
- Download and read the **Purple Book**
- Reach out to your DRPT Program Manager with any questions.